



JOB DESCRIPTION

Position Title: **Director**

Working Area: **Public Safety**

Class Code: 3507

Exempt

EEO Code: 01

Effective Date: August 30, 2002

Major Function

Professional and managerial work responsible for directing the operations of the Public Safety Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends and implements operating policies, procedures and programs to the County Manager to promote the efficient and effective operations of the Public Safety Department.

Provides direction to and supervises the activities of all divisions within the department which include Animal Control, Emergency Communications/E 9-1-1, Emergency Management and EMS/Fire/Rescue.

May assume tactical command of major fire, medical/rescue, or emergency management operations.

Exercises final authority regarding hiring, performance evaluations, terminations, disciplinary and/or commendatory actions for members of the Public Safety Department.

Coordinates with other municipalities, hospitals, county's as necessary to carry out First Response and Mutual Aid agreements. Formulates and initiates immediate, and long range planning for combined, cooperative emergency services with municipalities and other emergency service agencies. Coordinates selected special projects as assigned by the County Manager.

Responds to citizen complaints, researching problems and formulating solutions and responses. Advises the County Manager as appropriate of relevant unresolved complaints.

Prepares and presents the Department's annual budget and assures continued adherence to the parameters of adopted budgets.

Prepares all necessary reports on departmental activities as required.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Considerable knowledge of management practices and procedures, and their practical application. Considerable knowledge of Public Safety field, services and practices provided a County operation.

Ability to plan, organize, motivate and direct effectively the operation of a Public Safety Department. Ability to effectively command or supervise large scale public safety operations. Ability to work effectively with elected officials, other County departments and staff, other public agencies and the general public. Ability to communicate effectively both orally and in writing.

Skilled in preparing and presenting budgets reports and establishing goals and objectives with an innovative approach to solving public safety problems.

Bachelor's Degree in Public or Business Administration with a minimum of five (5) years' responsible administrative experience over a multi-functional Public Safety Department. A Master's Degree in an appropriate field is desirable.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial Disclosure" in the County of their residence.

Certification as an Emergency Manager is required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service classification.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. This position may perform some duties that require prolonged standing or walking.

